

COPS MORE: Making Officer Redeployment Effective

APPLICATION KIT

To complete your COPS MORE Application you must:

- ☐ **Complete the Standard Application Cover Sheet found in Appendix A. (An example of a completed Standard Application Cover Sheet also may be found in Appendix A.)**
- ☐ **Complete the Cost Effectiveness Worksheet found in Appendix B. (An example of a completed Cost Effectiveness Worksheet may be found in Appendix B.)**
- ☐ **Read and sign the Assurances found in Appendix C.**
- ☐ **Read and sign the Certifications found in Appendix D.**
- ☐ **Write the Application Summary described on page 5.**
- ☐ **Write the Redeployment Equivalency Summary described on page 6.**
- ☐ **Write the Budget Summary described on page 6.**
- ☐ **Write the Community Policing Strategy described on page 6 - 8.**
- ☐ **Check with your State Single Point of Contact in the list found in Appendix E to see if your state requires a copy of your COPS MORE Application.**
- ☐ **Send your completed COPS MORE Application and two copies no later than March 17, 1995 to:**

**COPS MORE
U.S. Department of Justice
P.O. Box 14440
Washington, DC 20044**



COPS MORE: Making Officer Redeployment Effective

"If community policing is more than the deployment of police officers and is really a philosophy of law enforcement, it is two words: police and community. That means that neighbors have to help neighbors, parents have to raise kids, that schools have to do things they didn't use to have to do. But if we do this together, then this community policing can be the banner of a safer America." **President Bill Clinton**

Overview

The Attorney General has established the Office of Community Oriented Policing Services ("COPS") within the United States Department of Justice to implement the "Cops On the Beat" grant provisions of the Violent Crime Control and Law Enforcement Act of 1994, signed into law by President Clinton on September 13, 1994. Under this law, the COPS Office will provide grants and technical assistance to law enforcement agencies and members of their communities to develop new and innovative approaches to solve their community crime problems. A wide variety of policing programs will be supported under this law through the year 2000.

This COPS MORE Application Kit is only for agencies that wish to redeploy current sworn law enforcement officers to community policing and to continue these efforts after the conclusion of federal funding. COPS MORE is designed to expand the implementation of community policing through redeployment, rather than by hiring or rehiring additional law enforcement officers.

COPS MORE will make grants to the law enforcement agencies of state, local and Indian tribal jurisdictions to purchase equipment and technology, to procure support resources (including civilian personnel), and to pay overtime. It is anticipated that requests from law enforcement agencies will significantly exceed the funds available this year, and thus applications will be reviewed competitively. The total amount of grants under COPS MORE will not exceed \$200 million.

Under COPS MORE, a jurisdiction is required by law to demonstrate that the grant requested will result in an increase in the number of law

enforcement officers deployed in community policing equal to or greater than the increase in the number of officers that would result from a COPS grant for hiring new officers. For purposes of comparison, COPS hiring grants will support during one year on average 75 percent of an entry level officer's salary and benefits (up to \$25,000).

Community Policing

Community policing is an integral part of achieving the goals of combatting crime and improving the quality of life in the nation's cities, towns and rural areas. Community policing stresses the importance of police-citizen cooperation to control crime, maintain order and improve the quality of life in America. The community is an active partner with law enforcement in defining the problems to be addressed, the tactics to be used, and the measurements of success.

Community policing brings the police and the community into a closer working relationship. It calls for greater citizen responsibility, and the opportunity for citizens to contribute individually and collectively to public safety. At the same time, it enhances police professionalism by giving officers the skills, technology, authority and motivation to act innovatively to solve community problems. Community policing in many cases also calls for a restructuring of law enforcement agencies and the refinement of their management techniques to allow the fullest use of department and community resources.

This approach is dependent on an effective flow of information, from sources both inside and outside of the law enforcement agency. To be suc-

successful at community policing, the law enforcement agency should use this feedback to become more effective and equitable in its service delivery. This informed flexibility should allow law enforcement agencies to become more responsive to members of the community and their representatives, and to officers and their representatives.

Community policing can change the way crime control is accomplished. The ultimate goal is to maintain public safety in communities through better police work, while increasing the public's interaction and satisfaction with police services.

Grants awarded under COPS MORE must support community oriented policing. That is, only technology and equipment, support resources, or the use of overtime that increase officer presence and influence the critical elements of a community policing mission will be considered for funding.

COPS MORE funding therefore is intended to improve *police-citizen cooperation and communication*, to increase police and citizens' *ability to innovatively solve community problems*, to facilitate the *restructuring of agencies* to allow the fullest use of departmental and community resources, to promote the *effective flow and use of information* both within and outside an agency, and to improve *law enforcement responsiveness* to members of the community.

Under COPS MORE, only applications which clearly link the funds sought to increase community policing presence will be considered for funding.

Eligibility Requirements

All law enforcement agencies of state, local and Indian Tribal jurisdictions, as well as consortia of agencies, are eligible to apply. Any award made under COPS MORE will not affect the eligibility of an agency for other COPS programs. Similarly, agencies which have received other COPS grants are eligible to apply under COPS MORE, however any prior award may be considered in the

assessment of the agency's need for additional resources under COPS MORE.

Permissible Uses for Funds

Grants awarded under COPS MORE are restricted to the purchase of technology or equipment, the procurement of support resources (including civilian personnel) or the payment of overtime which will increase the number of sworn officers engaged in community policing and further the achievement of a community policing mission.

"Sworn law enforcement officers" are defined as those persons hired on a permanent basis who are authorized by law or by a State or local public law enforcement agency to engage in or supervise the prevention, detection, or investigation of violations of criminal laws.

Eligible departments may apply for funds under one or more of the following permissible areas described below. COPS MORE grant funds may not be used for any purpose other than those approved by the COPS Office. Examples of allowable expenditures that may be requested are:

1. Equipment and Technology

Equipment and technology includes electronic communication or data processing hardware or software that directly contributes to an agency's community policing presence. Examples of permissible technology are portable computers, automated booking systems, cellular telephones, local area networks, geo-mapping systems and similar items.

For example, a laptop computer programmed for automated report generation might be shown to free up two hours in report writing per officer per eight hour shift. If officers using this technology were to engage in community policing during those two hours, the total amount of redeployment would equate to an increased community policing presence of one quarter year of officer time.

Equipment and technology which does not directly contribute to increased community policing pres-

ence through redeployment will not be funded. For example, the purchase of surveillance cameras and beepers for use in undercover narcotics investigations would not be permitted under COPS MORE, since this equipment would not contribute directly to an increased community policing presence. Neither would office furnishings, riot control equipment or weapons. *If the purchase of such items cannot be directly equated to actual increases in community policing presence, they may not be funded under COPS MORE.*

2. Support Resources

The term support resources refers to the use of non-sworn personnel in ways that allow for the redeployment of sworn officers into community policing. Examples of permissible support resources include the replacement of sworn officers in administrative or clerical positions with non-sworn employees, programs utilizing volunteers in support of redeployment, additional administrative resources that increase officer presence in communities, or other systems that serve the goals of community policing.

Such support systems allow for moving officers from desk jobs into the field, and permit organization restructuring to increase the number of officers engaged in actual problem solving in their communities.

Support systems which do not directly contribute to increased community policing presence will not be funded under COPS MORE. For example, the hiring of additional civilian dispatchers or more clerical employees to supplement ones already on staff, but which does not relieve sworn officers from such duties, will not be funded under COPS MORE.

3. Overtime

The term overtime refers to paying currently employed sworn officers additional monies for working additional hours beyond the normal work week to engage in community policing activities.

COPS MORE funds may be used to pay for up to 75 percent of an officer's overtime wage. For pur-

poses of COPS MORE, an officer's overtime wage is the amount an officer is paid for each hour of overtime service, and does not include benefits.

Only the payment of overtime for officers actually engaging in increased levels of community oriented policing activities during the funded overtime period will be funded under COPS MORE. Funding of overtime must also exceed current and planned overtime payments. Applicants are required to describe current and planned overtime expenditures in their application.

COPS MORE grant funds may not be used to replace funds that eligible agencies otherwise would have devoted to law enforcement. The use of COPS grant funds for the supplanting of non-federal law enforcement funding is strictly prohibited by law. That is, any funding by an agency under COPS MORE must be in addition to, and not in lieu of, an agency's funded budget plans as of October 1, 1994. A more complete discussion of supplanting is found on page 10.

Length of Award, Grant Amounts and Local Match

The duration of COPS MORE grants is one year. Title to any purchased items will be vested in the grantee subject to the conditions set forth in federal regulations,* which limit the disposition of property. Maintenance and upkeep will be the responsibility of the grantee.

Support resources and overtime grants may be renewed for up to two additional years, contingent on a showing of how COPS MORE funds have resulted in an increase in the number of officers deployed in community policing, and future appropriations. Renewal requests must be submitted ninety days before the end of the initial grant.

The federal share of these grants may not exceed 75% of the cost of the technology, equipment, support resources or overtime. If a grant is renewed, the federal share must decrease over the period of the grant, leading to retention of those

*Found in 28 CFR Part 66, § 32

employees.

Waivers or reductions of the minimum 25% local match may be requested under COPS MORE. However, such requests will be accepted only at the time of application and will only be granted in cases of extraordinary local fiscal hardship.

Departments are encouraged to contribute local shares in excess of the minimum amounts required. States and local units of government may use as matching funds assets received through the asset forfeiture equitable sharing program, the Housing and Community Development Act of 1974, and other funds contributed from state, local or private sources or otherwise authorized by law. Funds appropriated by Congress for the activities of any agency of an Indian Tribal government or the Bureau of Indian Affairs performing law enforcement functions on Indian lands may be used as matching funds. Federal grant monies received from other federal agencies only may be used as local matching funds if specifically authorized by the other federal grant program.

A fully executed application should be prepared in the following manner: all applications must be submitted on 8 1/2 x 11 paper; all of the required materials should be stapled together and not otherwise bound, and should be printed on one side of the paper; all applications must be typed and double-spaced where applicable. Video presentations are not permitted.

How to Apply

COPS MORE applicants need to follow the instructions contained in this kit and *submit a fully executed application to the COPS Office no later than March 17, 1995.* A summary of the steps to follow in filing a complete application can be found at the beginning of this application kit. An original application and two copies are required. Applicants must also complete the standard cover sheet found in Appendix A of this application kit. Applicants must also complete the redeployment equivalency work sheet found in Appendix B. The required assurances and certifications are included in Appendixes C and D.

If an application is submitted on behalf of more than one agency, the relationships between agencies must be fully described in the application. In addition, one agency must be designated as the payee to receive and disburse funds, and to be responsible for the supervision and coordination of grant activities.



THE COPS MORE APPLICATION

A complete COPS MORE Application should contain the following:

- ☐ **Standard Application Cover Sheet** — All applications for federal assistance must include a standard application cover sheet, provided in Appendix A. An example of a completed cover sheet is also included in Appendix A. If an application is submitted on behalf of more than one jurisdiction, each co-applicant must sign the cover sheet.
- ☐ **Cost Effectiveness Worksheet** — Following the Standard Cover Sheet is a worksheet which will help the applicant demonstrate that the funds requested will result in an actual redeployment of officers equal to the amount that would result from a COPS hiring grant. Complete one worksheet for each item for which COPS MORE funds are being sought. For example, if a jurisdiction seeks a grant to pay overtime, and also to purchase a particular piece of equipment, one Cost Effectiveness Worksheet should be completed for each of these purposes. For equipment and technology, one Cost Effectiveness Worksheet should be completed for each group of items to be purchased.
- ☐ **Assurances** — Following the Cost Effectiveness Worksheet is a page of assurances which seek the applicant's commitment to abide by several provisions of federal law applicable to this grant program. Read and sign the Assurances.
- ☐ **Legal Certifications** — Applicants must provide the appropriate legal certifications which are contained in Appendix C. Read and sign the Certifications.
- ☐ **Application Summary** — A brief summary of the application should immediately follow the Standard Cover Sheet, Cost Effectiveness Worksheet, Assurances and Certifications. Please submit three paragraphs in the following format:

- 1) "The City/County/Municipality of (legal name and state of applicant jurisdiction), proposes to purchase (describe technology, equipment), procure (describe support resources), or pay for (give number of overtime hours) under COPS MORE to increase the presence of existing sworn officer in community policing activities. The total federal funds requested under this proposal are \$_____. These funds will result in (give number) of full time equivalent officers engaged in community policing per year."
- 2) "The geographic location of this agency is (describe). The number of sworn officers performing law enforcement duties for this agency as of October 1, 1994 was (give agency strength, listing number of officers sworn and number of officers budgeted; do not include officers whose duties include jails or lockups, process serving, court security or other non-law enforcement activity, and those officers who are providing law enforcement to municipalities under contract to your agency), and it provides the following services (list major police services). The agency serves a total population of (include only actual population served; if other municipal departments have primary law enforcement responsibilities in a county or state served by your agency subtract the populations served by these other agencies). The total number of 1994 Part I Index Crimes for the agency was (include a total of the following offenses: arson, homicide, rape, aggravated assault, motor vehicle theft, robbery, burglary, and larceny/theft)."
- 3) "The jurisdiction's five year community policing plan includes (list major elements of the plan). The officers redeployed to community policing will contribute to this plan by engaging in the following activities (list major activities). This plan was developed in consultation with (list other

public or private agencies or groups within the community). The major public safety needs that will be addressed through the hiring of these new officers are (list major public safety needs of area).”

❑ **Budget Summary** — A two to three-page description of the applicant’s proposed budget should follow the Application Summary. The budget summary should describe clearly:

- The proposed amount of federal expenditures over the one year grant period.
- The proposed amount of non-federal (including state and local) expenditures over the one year grant period, including how the applicant’s local match will be made.
- An explanation of the sources of the applicant’s local match.
- An explanation of how the amounts of these specific budget items amounts were determined.
- If and by how much the local share will exceed the minimum required.
- If a waiver of the local match or maximum federal share is requested, a detailed description of the extraordinary local fiscal hardship that is the ground for the waiver.
- The agency’s current expenditure and budget plans as of October 1, 1994 for technology/equipment, support resources or overtime. Also include forecasts for future expenditures in these areas if a grant is awarded.
- The starting date of the applicant’s fiscal year, and the applicant’s designated Federal cognizant agency. (If you need assistance in determining the Federal cognizant agency for your agency, please contact the Response Center at 1-800-421-6770.)

❑ **Redeployment Equivalency Summary** — Following the Budget Narrative, applicants should provide an overview of their Redeployment Equivalency strategy, addressing the following topics. *Please limit to 3 pages, excluding worksheets..*

- Complete the Cost Effectiveness Worksheet, which may be found in Appendix B.
- Describe how COPS MORE grant funds will result in increased numbers of current sworn officers deployed in community policing.
- How does your plan for redeployment of current sworn officers fit into your long term community policing plan?

❑ **Community Policing Strategy** — Following the Redeployment Equivalency Summary, applicants should provide an overview of their community policing strategy, addressing the following topics in order. *Please number and begin each section on a new page, and limit the length of the entire strategy to 18 pages.*

1. *Describe your agency’s long term community policing strategy and its implementation plan.*

- Does your agency currently have a community policing plan? If so, describe this plan, and your expectations for its continuation and expansion in the future.
- Describe the steps that you have taken to consult with community members and groups (e.g., schools, civic, neighborhood and tenants’ associations, current employees and organizations of employees of your agency) in the development of your long-term plan. You may attach any letters of support for your plan from these groups.
- If there is an organization which acts as the legally authorized bargaining representative of the law enforcement officers

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- employed by your agency, describe the steps that you have taken to consult with that organization in the formulation of this application and your long term community policing plan, and attach any correspondence or other documentation reflecting that consultation.
- How does your plan fit in with state-wide and local crime prevention and control plans, including any state-wide Byrne Grant strategy?
 - What will be the community policing activities of these and/or other officers in your department, in both the short term and over the next five years?
 - What are your projections of additional support required for redeployment to community policing over the next five years to support your community policing plan?
2. *Explain how a COPS MORE grant will be utilized to reorient your law enforcement agency's mission toward community-oriented policing, or enhance its involvement in or commitment to community-oriented policing.*
- How will COPS MORE funds contribute to improved police-citizen cooperation and communication?
 - How will COPS MORE funds increase the ability of police and citizen to innovatively solve community problems?
 - How will COPS MORE funds facilitate the restructuring of your agency to allow the fullest use of departmental and community resources?
 - How will the funds requested improve the responsiveness of your agency's officers to members of the community?
3. *Describe how redeploying officers will serve a local level public safety need.*
- What unique public safety need do you have that require redeployment of sworn officers?
 - Are there any unusual public safety problems that your agency has experienced?
 - How will the redeployment of officers contribute to filling the needs that you have?
4. *Explain why your department has been unable to address the public safety need, described in section 3 above, without federal assistance.*
- Describe any fiscal, budgetary or other limitation on your department's ability to redeploy officers without federal assistance.
5. *Identify related governmental and community initiatives which complement or will be coordinated with the proposal.*
- What other governmental crime control programs exist in your jurisdiction?
 - What other community crime prevention and control programs exist in your community?
 - How will the redeployment of current sworn officers for community policing complement these other programs?
6. *Describe initial and anticipated levels of community support, including financial and other tangible contributions to community policing efforts.*
- What programmatic, financial or other support do you currently have for community problem solving and crime control?
 - What will be the specific levels and types of community support that your agency is likely to receive over the next five years?
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- Have you sought and/or obtained any sources of private financial support?
7. *Describe how the funds sought in this proposal will contribute to continuation of community policing following the end of federal grant support.*
- What specific plans do you have for the continuation of the community policing activities supported by the redeployment funds requested?
8. *Describe the impact that redeploying existing sworn officers in your agency will have on other criminal justice agencies in the jurisdiction.*
- What will be the impact of, and your response to, increasing the number of officers in your department on the prosecutor? Public defense? Courts? Local and state corrections? Other public and private criminal justice agencies?
9. *Describe any additional factors for consideration.*
- Are there any other factors which provide support for favorable consideration of this application?
 - Is your agency proposing yearly cash matches in excess of the minimum required? If so, how much more will be matched?

Assessment Criteria

COPS MORE Applications will be evaluated on the following criteria:

- 1) Demonstration by the applicant that the proposed funds will result in deployment of current officers into community policing in a number equal to, or greater than, the number of officers which would result from COPS grants of the same amount

for hiring new officers;

- 2) Cost effectiveness;
- 3) Quality of the applicant's community policing plan; and
- 4) Local level public safety need.

Demonstration of actual redeployment is a requirement of COPS MORE. Applications will not be considered for funding if this requirement is not satisfied. In assessing applications, preference may be given to those which show levels of officer redeployment in excess of what would be the case under COPS hiring programs. In other words, applications which demonstrate *cost effectiveness* by increasing the number of community policing officers at a lower cost than hiring new officers may be favored.

Quality of the applicant's community policing plan will be assessed by examining the extent to which the application addresses each of the questions asked in the Community Policing Strategy of this application kit.

Local level public safety need will be determined in three ways. First, in their Community Policing Strategy, applicants have the opportunity to describe specific local level crime problems and other factors which demonstrate particular need over other jurisdictions. Second, trends in Part I crime rates may be examined for each applicant, as may how many sworn officers per 1,000 population the applicant agency currently has deployed in law enforcement. Third, any prior COPS award may be considered in the assessment of the agency's need for additional resources under COPS MORE.

The combination of cost effectiveness, quality of community policing plan, and local level public safety need will determine which applications will be funded this year, and the level at which they will be funded. Law enforcement agencies will be compared to agencies of like size and function. For example, municipal departments will be rated against municipal departments, sheriffs against

sheriffs, and rural agencies against rural agencies.

Monitoring and Reporting Requirements

All successful grantees will be required to participate in grant monitoring by the COPS Office. The monitoring process may include the submission of written reports, and telephone and/or on-site reviews concerning the financial administration of the grant and the progress towards achieving the application's community policing plan. Program monitors and auditors will be particularly interested in assuring that redeployment of existing law enforcement personnel is consistent with the applicant's proposal.

Evaluation Requirements

A national evaluation, as well as a number of local level evaluations, will be conducted of COPS MORE. The purposes of these evaluations will be to assess the process of implementing this program, as well as examining the possible impacts of redeploying officers. Evaluators may visit grantee sites to collect data for these evaluations. All selected applicants must be willing to cooperate in such evaluations and participate in providing the necessary information that may be requested. In addition, grantees are encouraged to collect information regarding the achievements and successes of community oriented policing in their area, as well as responses from members of the public to the grantee's plan.

Paperwork Reduction Act Notice

The public reporting burden for this collection of information is estimated at 26 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspects of this collection of information, in-

cluding suggestions for reducing this burden to the Office of Community Oriented Policing Services, U.S. Department of Justice, P.O. Box 14440, Washington, DC 20044; and to the Public Use Reports Project, 1103-0019, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

Technical Assistance

Technical assistance is available to applicants at no cost. Assistance with completing this application may be obtained from the Department of Justice Response Center at: 1-800-421-6770. Assistance regarding the formulation of community policing plans and practices may be obtained from the COPS Office at: 1-202-514-2058. Written inquiries may be sent to: COPS Office, U.S. Department of Justice, P.O. Box 14440, Washington, DC 20044. *This technical assistance may be particularly useful for departments that are in the early stages of the implementation of community policing, and require detailed help in formulating their long term plans. It may also be helpful for departments considering technology or equipment grants and are unclear on how to estimate the redeployment levels that will result from such a grant.*

Guidance regarding financial and administrative aspects of the grant process also may be obtained by consulting the Office of Justice Programs' Financial and Administrative Guide for Grants (M7100.1), which is available at no cost from the Department of Justice Response Center.



ADMINISTRATIVE REQUIREMENTS FOR APPLICANTS

Grant Funds Must Supplement and Not Supplant

Grant funds may not be used to replace state or local funds (or where applicable, provided by the Bureau of Indian Affairs) that would, in the absence of Federal aid, be available or forthcoming for law enforcement. Instead, COPS MORE grant funds must be used to increase the total amount of such other funds used for law enforcement.

A grant recipient may not use federal grant funds to pay for technology, equipment, support resources or overtime that the recipient already is obligated or funded to pay. For example, if a grantee, prior to submitting a COPS MORE Application, had committed to purchase certain equipment or had funded a certain number of hours of overtime in the current budget, then the grantee must make those expenditures in addition to those requested under COPS MORE. Funds currently allocated to purchase equipment or technology, procure support resources or pay overtime may not be reallocated to other purposes or refunded should a COPS MORE grant be made. Non-federal funds must remain available for and devoted to these purposes, with COPS MORE funds serving as a supplement to those non-federal funds.

Finally, the non-federal funds used as matching funds for a COPS grant must be in addition to funds that would otherwise be available for law enforcement. For example, funds previously budgeted for the hiring of a new officer may not be reallocated to provide local matching funds for the procurement of equipment, technology, support resources or to pay overtime under COPS MORE.

The possibility of supplanting will be the subject of careful application review, and possible pre-award review, post-award monitoring and audit. Any supplanting of non-federal funds by COPS

grant funds is a ground for potential suspension or termination of grant funding, recovery of funds already provided, and other civil or criminal sanctions.

As part of this application, an agency must sign a certification that no supplanting of non-federal funds will take place should a grant award be made. This certification shall be treated as a material representation of fact upon which reliance will be placed in the Department of Justice's determination whether to award this grant.

Single Point of Contact Review

Executive Order 12372 requires applicants from State and local units of government, or other organizations providing services within a State, to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. (Indian tribal governments are exempt from this review.) The State Single Points of Contact are listed in Appendix E of this application kit. Applicants must contact their State SPOC to determine if the program has been selected for State review. If the SPOC requires a copy of the COPS MORE Application, the applicant should still send the original application and two copies to the COPS Office.

Audit Requirement

The Single Audit Act of 1984, and OMB Circular A-128, "Audits of State and Local Governments," establish the requirements for organizational audits that apply to COPS grantees. The required audits are to be on an organization-wide, rather than a grant-by-grant basis, and must be arranged for by the grantee in accordance with the requirements of the circular.

Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination and Non-Supplanting Requirements

Applicants should refer to the certification form in Appendix D to determine the certification(s) to which they are required to attest. Applicants also should review the instructions for certification included in the regulations referred to in the certification form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, “New Restrictions on Lobbying,” and 28 CFR Part 67, “Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants),” and with the coordination and non-supplanting requirement of the Public Safety Partnership and Community Policing Act of 1994. The certifications will be treated as a material representation of fact upon which reliance will be placed by the Department of Justice in awarding grants.

Civil Rights

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. All applicants should consult the assurances to understand the applicable legal and administrative requirements.

Suspension or Termination of Funding

The COPS Office may suspend, in whole or in part, or terminate funding for, or impose other sanction on, a grantee for the following reasons:

- Failure to substantially comply with the requirements or statutory objectives of the Public Safety Partnership and Com-

munity Policing Act of 1994, program guidelines issued thereunder, or other provisions of federal law; or

- Failure to make satisfactory progress toward the goals or strategies set forth in this application; or
- Failure to adhere to grant agreement requirements or special conditions; or
- Proposing substantial plan changes to the extent that, if originally submitted, would have resulted in the application not being selected for funding; or
- Failure to submit reports; or
- Filing a false certification in this application or other report or document; or
- Other good cause shown.

Prior to the imposition of sanctions, the COPS Office will provide reasonable notice to the grantee of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in Department of Justice regulations in 28 CFR Part 18.

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APPENDICES

Appendix A — Standard Application Cover Sheet and Sample Completed Cover Sheet

Appendix B — Cost Effectiveness Work Sheet and Sample Completed Work Sheet

Appendix C — Assurances

Appendix D — Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination and Non-Supplanting Requirements

Appendix E - Intergovernmental Review Process with a listing of State Single Points of Contact (by state)

Inside Back Cover - Contacts for COPS and the Department of Justice.

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Appendix A

- **Standard Application Cover Sheet**
- **Sample Completed Standard Cover Sheet**

SAMPLE COMPLETED STANDARD COVER SHEET

The following is an example of a correctly completed Standard Cover Sheet. It was submitted by Metropolis, a jurisdiction that has wishes to redeploy ten (10) law enforcement officers by hiring ten non-sworn administrative personnel. The application was completed by doing the following:

1. **TYPE OF SUBMISSION:** For the City of Metropolis, the Type of Submission is "Non-Construction."

2. **DATE SUBMITTED** and **APPLICANT IDENTIFIER:** The Applicant Identifier is the Federal Bureau of Investigation's UCR Identifier Number for the jurisdiction's police department. (The Metropolis Police Department's UCR Identifier is "US00000".)

3. **DATE RECEIVED BY STATE** and **STATE APPLICATION NUMBER:** This need not be completed by an applicant.

4. **DATE RECEIVED BY FEDERAL AGENCY** and **FEDERAL IDENTIFIER:** This will be completed by the COPS Office.

5. **APPLICANT INFORMATION:** Complete the legal name and address of the applicant. The "Organizational Unit" refers to the name of the law enforcement agency. In providing a telephone number for the person to be contacted, please also provide the person's title and a FAX number if one is available.

6. **EMPLOYER IDENTIFICATION NUMBER (EIN):** Provide the Employer Identification Number for the applicant organization. An applicant's employer identification number refers to the Internal Revenue Service employer number assigned to the law enforcement agency. (The Metropolis Police Department's EIN is 99-1234567.)

7. **TYPE OF APPLICANT:** Enter the appropriate letter in the box provided. (Metropolis is a municipality, so it has entered a "C.")

8. **TYPE OF APPLICATION:** For all COPS MORE Applications, the type will be "New."

9. **NAME OF FEDERAL AGENCY:** For all COPS MORE Applications, this will be the "Office of Community Oriented Policing Services, U.S. Department of Justice."

10. **CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:** For all COPS MORE Applications, the Catalog of Federal Domestic Assistance Number is: 16-726. The Title is: "Public Safety and Community Policing Grants."

11. **DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:** All COPS MORE are for the redeployment of a number of law enforcement officers; therefore, the Descriptive

Title should be "Redeploying ____ (the number of law enforcement officers the applicant will redeploy) Officers to Community Policing." (Metropolis has been authorized to redeploy ten new officers.)

12. **AREAS AFFECTED BY PROJECT:** Provide the information requested regarding the largest political entities within your jurisdiction to be affected by your COPS MORE grant. (The grant to Metropolis under COPS MORE will affect the city only.)

13. **PROPOSED PROJECT START/ENDING DATES:** The starting date for a grant under COPS MORE will be the grant period date. The initial ending date will be one year from this date. The COPS Office anticipates that most grant period dates will begin on 6/1/95.

14. **CONGRESSIONAL DISTRICT(S) OF APPLICANT AND PROJECT:** Provide the Congressional district(s) in which the applicant and the affected project area are located. The district may or may not be the same for both applicant and project area. (Both Metropolis and its project area lie within the 1st District of the state of US.)

15. **ESTIMATED FUNDING:** Provide the information requested on the federal, applicant, state, local or other sources of funding anticipated for the officers hired/re-hired under COPS MORE. Also include the total of these sources of funding. (Metropolis has requested \$250,000 in federal funds, to be matched by \$100,000 by the city. The total costs for the project is \$350,000.)

16. **IS THE APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?:** Check the list found in Appendix E (State Single Points of Contact) to see if your state requires a copy of your MORE Application. (Metropolis' state of US has not selected COPS MORE for review.)

17. **IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?:** Answer yes or no, and attach an explanation if answering yes.

18. **AUTHORIZED SIGNATURE, ETC.** This should be completed by the applicant's authorized representative. A copy of the governing body's authorization for this person to sign this application as official representative must be on file in the applicant's office. (The Metropolis City Manager, Fred Smith, has reviewed the standard form and has attested to its validity.)

(BLANK)

SAMPLE COMPLETED COST EFFECTIVENESS WORKSHEET

The following is an example of a correctly completed Cost Effectiveness Worksheet. It was submitted by Metropolis, a jurisdiction that is applying for a COPS MORE grant to hire ten non-sworn administrative personnel in order to redeploy ten sworn officers currently working desk jobs. In order to complete their Cost Effectiveness Work Sheet, Metropolis collected the following information:

- A newly hired police officer's salary is \$20,000 per year as of January 1, 1995. This amount has been entered on **Line 1**.
- Fringe benefits of a newly hired police officer is another 27% per year, or \$5,400. This amount has been entered on **Line 2**.
- The ten non-sworn personnel will earn \$15,000 plus \$3,750 in benefits per year, or \$18,750 each. The total costs for one year for these ten new employees totals \$187,500.
- The Metropolis Police Department will provide a 25% local match of the total costs, or \$46,875. They are therefore applying for a COPS MORE grant for the other 75%, or \$140,625. This amount has been entered on **Line 6**.

The item which **Line 6** of this Worksheet describes is _____.

Line 1 - Entry Level Salary: 1. _____

Line 2 - Fringe Benefits: 2. _____

Line 3 - Total (add Lines 1 and 2): 3. _____

Line 4 - Multiply Line 3 by .75: 4. _____

**Line 5 - Enter amount on Line 4, or \$25,000,
whichever is less:** 5. _____

**Line 6 - Enter total federal grant funds being
requested:** 6. _____

Line 7 - Divide Line 6 by Line 5: 7. _____

The Metropolis Police Department must redeploy a minimum of 7.4 sworn officers into community policing full time for the one year grant period if their grant application in the amount of \$140,625 is approved. They have committed to redeploying the ten officers being replaced by non-sworn personnel, which exceeds the minimum number of officer years of 7.4. They have therefore demonstrated redeployment equivalency.

Appendix B

- **Cost Effectiveness Worksheet**

COST EFFECTIVENESS WORKSHEET

The following worksheet is provided to help COPS MORE applicants demonstrate the cost effectiveness of their proposal. This will help insure that the equipment, technology, support resources or overtime will result in a redeployment of current officers into community policing in a number equal to, or greater than, the number of officers which would result from COPS grants of the same amount for hiring new officers. Complete one worksheet for each item for which COPS MORE funds are being sought.

For purposes of **Line 1**, "entry level salary" is the first year's annual salary of a newly hired sworn law enforcement officer for your department as of January 1, 1995.

For purposes of **Line 2**, "fringe benefits" are the annual benefits of a newly hired sworn law enforcement officer, including health, FICA, social security, vacation, sick leave, retirement and worker's compensation. The cost of equipment, uniforms, vehicles and overtime should *not* be included.

For purposes of **Line 6**, the "total federal grant funds being requested" is the total cost for each item for which COPS MORE funds are being sought. For example, if an applicant seeks to fund a certain number of overtime hours, and to purchase a certain piece of equipment, one Redeployment Equivalency Worksheet should be completed for each of these purposes, with the total cost of each separate purpose entered in Line 6 of each Worksheet.

The item which **Line 6** of this Worksheet describes is _____.

Line 1 - Entry Level Salary: 1. _____

Line 2 - Fringe Benefits: 2. _____

Line 3 - Total (add Lines 1 and 2): 3. _____

Line 4 - Multiply Line 3 by .75: 4. _____

**Line 5 - Enter amount on Line 4, or \$25,000,
whichever is less:** 5. _____

**Line 6 - Enter total federal grant funds being
requested:** 6. _____

Line 7 - Divide Line 6 by Line 5: 7. _____

*The number on **Line 7** is the number of full time sworn officers that would be deployed to community policing for one year if a COPS hiring grant were to be made in the same amount as the applicant's COPS MORE request.*

Applicants must show that at least this many officer-years in redeployment will result from their proposal.

Appendix C

- **Assurances**



ASSURANCES

Several provisions of federal law and policy apply to all grant programs. We (the Office of Community Oriented Policing Services) need to secure your assurance that you (the applicant) will comply with these provisions. If you would like further information about any of the matters on which we seek your assurance, please contact us.

By your authorized representative's signature, you assure us and certify to us that, if the grant is awarded, you will comply with all legal and administrative requirements that govern the acceptance and use of federal grant funds. In particular, you assure us that:

1. You have been legally and officially authorized by the appropriate governing body (for example, mayor or city council) to apply for this grant and that the persons signing the application and these assurances on your behalf are authorized to do so and to act on your behalf with respect to any issues that may arise during processing of this application.
2. You will comply with the provisions of federal law which limit certain political activities of your employees whose principal employment is in connection with an activity financed in whole or in part with this grant. These restrictions are set forth in 5 U.S.C. § 1501, et seq.
3. You will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, 29 USC § 201, et seq., if they apply to you.
4. You will establish safeguards, if you have not done so already, to prohibit employees from using their positions for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
5. You will give the Department of Justice or the Comptroller General access to and the right to examine records and documents related to the grant.
6. You will comply with all requirements imposed by the Department of Justice as a condition or administrative requirement of the grant, with the program guidelines, with the requirements of OMB Circulars A-87 (governing cost calculations) and A-128 (governing audits), with the applicable provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, with 28 CFR Part 66 (Uniform Administrative Requirements), with the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, and with all other applicable laws, orders, regulations, or circulars.
7. In order to further effective law enforcement, you will, to the extent practicable and consistent with applicable law, seek, recruit, and hire qualified members of racial and ethnic minority groups and qualified women in order to increase their ranks within the sworn positions in your agency.
8. You will not, on the ground of race, color, religion, national origin, gender, disability or age, unlawfully exclude any person from participation in, deny the benefits of or employment to any person, or subject any person to discrimination in connection with any programs or activities funded in whole or in part with federal funds. These civil rights requirements are found in the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. § 3789(d)); Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); Title II, Subtitle A of the Americans with Disabilities Act (ADA) (42 U.S.C. § 12101, et seq.); the Age Discrimination Act of 1975 (42 U.S.C. § 6101, et seq.); and Department of Justice Non-Discrimination Regulations contained in Title 28, Parts 35 and 42 (subparts C, D, E and G) of the Code of Federal Regulations.
 - A. In the event that any court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability or age against you after a due process hearing, you agree to forward a copy of the finding to the Office of General Counsel, COPS, P.O. Box 14440, Washington, DC 20044.
 - B. If you are applying for a grant of \$500,000 or more and Department regulations (28 CFR 42.301 et seq.) require you to submit an Equal Opportunity Employment Plan, you will do so at the time of this application, if you do not have a current plan on file.
9. You will insure that the facilities under your ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that you will notify us if you are advised by the EPA indicating that a facility to be used in this grant is under consideration for listing by EPA.
10. If your state has established a review and comment procedure under Executive Order 12372 and has selected this program for review, you have made this application available for review by the State Single Point of Contact.

I hereby certify compliance with the above assurances that govern the application and use of Federal funds.

Signature

Date

Appendix D

- **Certifications**
- **Disclosure of Lobbying Activities**



CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; COORDINATION WITH AFFECTED AGENCIES; AND NON-SUPPLANTING

Although the Department of Justice has made every effort to simplify the application process, other provisions of federal law require us to seek your certification regarding certain matters. Applicants should read the regulations cited below and the instructions for certification included in the regulations to understand the requirements and whether they apply to a particular applicant. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)," and the coordination and non-supplanting requirements of the Public Safety Partnership and Community Policing Act of 1994. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form — LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510 —

A. The applicant certifies that it and its principals:

(i) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily ex-

cluded from covered transactions by any Federal department or agency;

(ii) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(iii) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (A)(ii) of this certification; and

(iv) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620 —

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(i) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(ii) Establishing an on-going drug-free awareness program to inform employees about —

(a) The dangers of drug abuse in the workplace;

(b) The grantee's policy of maintaining a drug-free workplace;

(c) Any available drug counseling, rehabilitation, and employee assistance programs; and

(d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(iii) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (i);

(iv) Notifying the employee in the statement required by paragraph (i) that, as a condition of employment under the grant, the employee will —

(a) Abide by the terms of the statement; and

(b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(v) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (iv)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: COPS Program, P.O. Box 14440, Washington, D.C. 20044. Notice shall include the identification number(s) of each affected grant;

(vi) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (iv)(b), with respect to any employee who is so convicted —

(a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency;

(vii) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (i), (ii), (iii), (iv), (v), and (vi).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67.630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year, a copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

4. COORDINATION

The Public Safety Partnership and Community Policing Act of 1994 requires applicants to certify that there has been appropriate coordination with all agencies that may be affected by the applicant's grant proposal if approved. Affected agencies may include, among others, the Office of the United States Attorney, state or local prosecutors, court, probation or correctional agencies. The applicant certifies that there has been appropriate coordination with all affected agencies.

5. NON-SUPPLANTING

The applicant hereby certifies that Federal funds will not be used to replace or supplant State or local funds, or funds supplied by the Bureau of Indian Affairs, that would, in the absence of federal aid, be made available to or for law enforcement purposes.

The applicant further certifies that funds required to pay the non-federal or portion of the grant program shall be in addition to funds that would otherwise be made available to or for law enforcement purposes.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Grantee Name and Address

Application Number and/or Project Name

Grantee IRS/Vendor Number

Typed Name and Title of Authorized Representative

Signature

Date

(BLANK)

Appendix E

- **State Single Points of Contact**



INTERGOVERNMENTAL REVIEW PROCESS

Executive Order 12372 requires applicants from State and local units of government or other organizations providing service within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. You must contact your State SPOC to find out if this program has been selected for review by your State. Whether or not your SPOC requests a copy of your application, the original signed application and two copies should be returned to the COPS Office.

The Catalog of Federal Domestic Assistance references for this program are number 16.726, "Public Safety and Community Policing Grants."

A current list of State SPOCs is set forth below.*

ARIZONA

Janice Dunn
Arizona State Clearinghouse
3800 N. Central Avenue
Fourteenth Floor
Phoenix, Arizona 85012

Telephone: (602) 280-1315
FAX: (602) 280-1305

ARKANSAS

Mr. Tracy L. Copeland
Manager, State Clearinghouse
Office of Intergovernmental Services
Department of Finance and Administration
1515 W. 7th St., Room 412
Little Rock, Arkansas 72203

Telephone: (501) 682-1074
FAX: (501) 682-5206

CALIFORNIA

Bette North
Office of Criminal Justice Planning
1130 K Street, Suite 300
Sacramento, California 95814

Telephone: (916) 324-9154
FAX: (916) 324-9167

DELAWARE

Francine Booth
State Single Point of Contact
Executive Department
Thomas Collins Building
Dover, Delaware 19903

Telephone: (302) 739-3326
FAX: (302) 739-5661

DISTRICT OF COLUMBIA

Charles Nichols
State Single Point of Contact
Office of Grants Mgmt. & Dev.
717 14th Street, N.W. - Suite 500
Washington, DC 20005

Telephone: (202) 727-6551
FAX: (202) 727-1617

FLORIDA

Suzanne Traub-Metlay
Florida State Clearinghouse
Intergovernmental Affairs Policy Unit
Executive Office of the Governor
The Capitol (Room 1603)
Tallahassee, Florida 32399-0001

Telephone: (904) 488-8114
FAX: (904) 488-9005

GEORGIA

Charles H. Badger
Administrator
Georgia State Clearinghouse
254 Washington Street, S.W. - Room 401J
Atlanta, Georgia 30334

Telephone: (404) 656-3855 or
(404) 656-3829
FAX: (404) 656-7938

ILLINOIS

Steve Klockenga
State Single Point of Contact
Office of the Governor
107 Stratton Building
Springfield, Illinois 62706

Telephone: (217) 782-1671
FAX: (217) 782-6620

INDIANA

Frances E. Williams
State Budget Agency
212 State House
Indianapolis, Indiana 46204

Telephone: (317) 232-2972
FAX: (317) 233-3323

* In accordance with Executive Order #12372, "Intergovernmental Review of Federal Programs," this listing represents the designated State Single Points of Contact. The Office of Management and Budget point of contact for updating this listing is: Donna Rivelli (202) 395-5090. The States not listed no longer participate in the process. These include: Alabama; Alaska; Colorado; Connecticut; Kansas; Hawaii; Idaho; Louisiana; Minnesota; Montana; Nebraska; Oklahoma; Oregon; Pennsylvania; South Dakota; Virginia; and Washington. This list is based on the most current information provided by the States. Information on any changes or apparent errors should be provided to the Office of Management and Budget and the State in question. Changes to the list will only be made upon formal notification by the State. Also, this listing is published biannually in the Catalogue of Federal Assistance.

IOWA

Steven R. McCann
Division for Community Assistance
Iowa Department of Economic
Development
200 East Grant Avenue
Des Moines, Iowa 50309

Telephone: (515) 242-4719
FAX: (515) 242-4859

KENTUCKY

Ronald W. Cook
Office of the Governor
Department of Local Government
1024 Capitol Center Drive
Frankfort, Kentucky 40601-8204

Telephone: (502) 573-2382
FAX: (502) 583-2512

MAINE

Joyce Benson
State Planning Office
State House Station #38
Augusta, Maine 04333

Telephone: (207) 287-3261
FAX: (207) 287-6489

MARYLAND

Roland E. English III
Chief, State Clearinghouse for
Intergovernmental Assistance
Maryland Office of Planning
301 W. Preston Street - Room 1104
Baltimore, Maryland 21201-2365

Telephone: (410) 225-4490
FAX: (410) 225-4480

MASSACHUSETTS

Karen Arone
State Clearinghouse
Executive Office of Communities and
Development
100 Cambridge Street, Room 1803
Boston, Massachusetts 02202

Telephone: (617) 727-7001
ext. 443
FAX: (617) 727-4259

MICHIGAN

Richard S. Pastula, Director
Office of Federal Grants
Michigan Department of Commerce
P.O. Box 30225
Lansing, Michigan 48909

Telephone: (517) 373-7356
FAX: (517) 373-6683

MISSISSIPPI

Cathy Malette
Clearinghouse Officer
Office of Federal Grant Management
and Reporting
Department of Finance and
Administration
301 West Pearl Street
Jackson, Mississippi 39202

Telephone: (601) 949-2174
FAX: (601) 949-2125

MISSOURI

Lois Pohl
Federal Assistance Clearinghouse
Office of Administration
P.O. Box 908
Room 760, Truman Building
Jefferson City, Missouri 65102

Telephone: (314) 751-4834
FAX: (314) 751-7819

NEVADA

Department of Administration
State Clearinghouse
Capitol Complex
Carson City, Nevada 89710

Telephone: (702) 687-4065
FAX: (702) 687-3983

NEW HAMPSHIRE

Jeffrey H. Taylor
Director, New Hampshire Office of
State Planning
Attn: Intergovernmental Review
Process
James E. Bieber
2 1/2 Beacon Street
Concord, New Hampshire 03301

Telephone: (603) 271-2155
FAX: (603) 271-1728

NEW JERSEY

Gregory W. Adkins, Director
Division of Community Resources
New Jersey Department of Community
Affairs

Please direct all correspondence and
questions about intergovernmental
review to:

Andrew J. Jaskolka
State Review Process
Division of Community Resources
CN 814, Room 609
Trenton, New Jersey 08625-0814

Telephone: (609) 292-9025
FAX: (609) 984-0386

NEW MEXICO

George Elliott
Deputy Director
State Budget Division
Room 190 Bataan Memorial Building
Santa Fe, New Mexico 87503

Telephone: (505) 827-3640

NEW YORK

New York State Clearinghouse
Division of the Budget
State Capitol
Albany, New York 12224

Telephone: (518) 474-1605

NORTH CAROLINA

Chrys Baggett, Director
N.C. State Clearinghouse
Office of the Secretary of Admin.
116 West Jones Street
Raleigh, North Carolina 27603-8003

Telephone: (919) 733-7232
FAX: (919) 733-9571

NORTH DAKOTA

North Dakota Single Point of Contact
Office of Intergovernmental Assistance
600 East Boulevard Avenue
Bismarck, North Dakota 58505-0170

Telephone: (701) 224-2094
FAX: (701) 224-2308

OHIO

Larry Weaver
State Single Point of Contact
State Clearinghouse
Office of Budget and Management
30 East Broad Street, 34th Floor
Columbus, Ohio 43266-0411

Please direct correspondence and
questions about intergovernmental
review to:

Linda Wise
Telephone: (614) 466-0698
FAX: (614) 466-5400

RHODE ISLAND

Daniel W. Varin
Associate Director
Department of Administration
Division of Planning
One Capitol Hill, 4th Floor
Providence, Rhode Island 02908-5870

Telephone: (401) 277-2656
FAX: (401) 277-2083
Please direct correspondence and
questions to:
Review Coordinator
Office of Strategic Planning

SOUTH CAROLINA

Omeagia Burgess
State Single Point of Contact
Grant Services
Office of the Governor
1205 Pendleton Street - Room 477
Columbia, South Carolina 29201

Telephone: (803) 734-0494
FAX: (803) 734-0385

TENNESSEE

Charles Brown
State Single Point of Contact
State Planning Office
500 Charlotte Avenue
John Sevier Building - Suite 309
Nashville, Tennessee 37243-0001

Telephone: (615) 741-1676

TEXAS

Tom Adams
Director, Intergovernmental
Coordination
P.O. Box 13005
Austin, Texas 78711

Telephone: (512) 463-1771
FAX: (512) 463-1984

UTAH

Carolyn Wright
Utah State Clearinghouse
Office of Planning and Budget
Room 116 State Capitol
Salt Lake City, Utah 84114

Telephone: (801) 538-1535
FAX: (801) 538-1547

VERMONT

Nancy McAvoy
State Single Point of Contact
Pavilion Office Building
109 State Street
Montpelier, Vermont 05609

Telephone: (802) 828-3326
FAX: (802) 828-3339

WEST VIRGINIA

Fred Cutlip, Director
Community Development Division
W. Virginia Development Office
Building #6, Room 553
Charleston, West Virginia 25305

Telephone: (304) 558-4010
FAX: (304) 558-3248

WISCONSIN

Martha Kerner
Section Chief, State/Federal Relations
Wisconsin Department of
Administration
101 East Wilson Street - 6th Floor
P.O. Box 7868
Madison, Wisconsin 53707

Telephone: (608) 266-2125
FAX: (608) 267-6931

WYOMING

Sheryl Jeffries
State Single Point of Contact
Herschler Building
4th Floor, East Wing
Cheyenne, Wyoming 82002

Telephone: (307) 777-7574
FAX: (307) 638-8967

United States Territories**GUAM**

Mr. Giovanni T. Sgambelluri
Director
Bureau of Budget and Management &
Research
Office of the Governor
P.O. Box 2950
Agana, Guam 96910

Telephone: 011-671-472-2285
FAX: 011-671-472-2825

PUERTO RICO

Norma Burgos/Jose E. Caro
Chairwoman/Director
Puerto Rico Planning Board
Federal Proposals Review Office
Minillas Government Center
P.O. Box 41119
San Juan, Puerto Rico 00940-1119

Telephone: (809) 727-4444
(809) 723-6190
FAX: (809) 724-3270
(809) 724-3103

NORTHERN MARIANA ISLANDS




State Single Point of Contact
Planning and Budget Office
Office of the Governor
Saipan, CM
Northern Mariana Islands 96950

VIRGIN ISLANDS

Jose George
Director, Office of Management and
Budget
#41 Norregade Emancipation Garden
Station
Second Floor
Saint Thomas, Virgin Islands 00802

Please direct all questions and
correspondence about intergovernmen-
tal review to:
Linda Clarke
Telephone: (809) 774-0750
FAX: (809) 776-0069

Where to Call for Help:

COPS	
	<i>U.S. Department of Justice</i> <i>Office of Community Oriented Policing Services</i>
COPS Office:	202-514-2058
Department of Justice Response Center:	800-421-6770
	

✂ (cut out and use for easy reference) ✂